

Maryland Capital Enterprise, Inc. introduces:



QuickBooks



Laptops will be provided so that you can follow along with the instructor. Space is limited to 15.

Because of its user friendly interface, this accounting application is highly recommended for small business owners. Learn how to implement QuickBooks into your day to day business activity.

Your questions answered by an expert QuickBooks instructor!

This workshop will teach you to set up a QuickBooks company file, manage and reconcile bank accounts, manage your A/R and A/P by entering and tracking sales and payments, manage your bills, payroll and much more.

Class Series Schedule:

Setting Up QuickBooks - September 12

Accounts Payable - September 19

Accounts Receivable - September 26

Reconciling Accts/Entering Credit Card Charges - October 3

QuickBooks Payroll - October 10

Reporting with QuickBooks - October 17

\$99 for the whole series

Every Thursday starting September 12th till October 17th, 6 - 8 pm

Talbot County Community Center

Chesapeake Room

10028 Ocean Gateway, Easton, MD 21601

To learn more visit www.marylandcapital.org/content/hands-quickbooks-series

To register contact Jennifer, Executive Assistant, at (410) 546-1900 or via jcurrie@marylandcapital.org or visit www.marylandcapital.org/registrations